UNITED
NATIONS

ST

Secretariat

ST/AI/1998/3
23 January 1998

ADMINISTRATIVE INSTRUCTION

SYSTEM OF DAILY SUBSISTENCE ALLOWANCE*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of implementing staff rules 107.15, 107.16, 103.7 (d) (ii), 203.9 and 307.4 by further defining the conditions and modalities for the payment of daily subsistence allowance, promulgates the following:

Section 1

Rates established by the International Civil Service Commission

Standard rates

1.1 Staff to whom daily subsistence allowance is payable under staff rules 107.15 or 103.7 (d) (ii), 203.9 and 307.4 shall normally be paid such allowance at the standard rates established by the International Civil Service Commission (ICSC) as follows:

(a) Except as provided in (b) below, at the "first 60 days" rate for the particular locality during the first 60 days, consecutive or otherwise, within any one authorized journey or tour of duty away from the official duty station or following initial appointment or reassignment;

(b) In the case of New York:

(i) At the "first 30 days" rate during the first 30 days, consecutive or otherwise, within any one authorized journey or tour of duty away from the official duty station or following initial appointment or reassignment; and

* Personnel Manual index No. 7140

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(ii) After the period in (i) above has elapsed, at the "second 30 days" rate until 60 days are completed;

(c) After the first 60-day period of service under (a) or (b) above has elapsed, at the "after 60 days" rate.

1.2 In the case of short-term staff, periods under section 1.1 (a) or (b) above will be interpreted to mean 60 or 30 days, as appropriate, at any one location, consecutive or otherwise, within a tour of duty during a single or consecutive series of short-term appointments.

1.3 The date of arrival in the locality shall be the starting point for the initial periods of payment of the allowance under section 1.1 (a) and (b) above, except in those cases where section 7.3 (a) applies.

Special rates

1.4 The special rates established by ICSC for specified hotels in certain localities shall be payable subject to the following conditions:

(a) Certification by a senior official that good commercial hotels were not available and that the staff member did not share accommodations; and

(b) Presentation of hotel receipts by the staff member.

1.5 The special rates shall be payable:

(a) Only for the actual number of days the staff member remains in one of the specified hotels;

(b) At "the first 60 days", "first 30 days", "second 30 days" or "after 60 days" rates, as appropriate.

1.6 The special rates shall not be subject to the increase for high-level officials provided in section 3 below.

Section 2

Special rates established by the Secretary-General

2.1 Under staff rule 107.16, special rates of daily subsistence allowance shall apply to staff members assigned from their official duty station to other duty stations for extended periods of less than one year. Those special rates shall apply after 120 days, consecutive or otherwise, at the temporary duty station.

2.2 The special "after 120 days" rates for New York, Geneva and Vienna shall be issued in an information circular.

2.3 The special "after 120 days" rates for duty stations other than New York, Geneva and Vienna shall normally be 60 per cent of the "first 60 days" rate established by ICSC for the particular locality.

Section 3

Rates for high-level officials

3.1 The rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent ranks shall be those promulgated by ICSC plus 40 per cent. The travel subsistence allowance rates for those officials may be subject to reduction after 60 days in any one location. The rates for staff at the D-2 and D-1 levels shall be those promulgated by ICSC plus 15 per cent. The 15 per cent additional amount shall not apply to rates payable after 60 days in any one location.

3.2 The rates payable to the officials set out in section 3.1 above shall be rounded to the nearest dollar. The Secretary-General may establish special rates where circumstances so warrant.

Section 4

Reduction of rates

When accommodation and/or meals are provided free of charge by the United Nations, by a Government or by a related institution, the rate of the daily subsistence allowance shall be reduced:

(a) By 50 per cent if accommodation is provided. This reduction shall apply irrespective of the accommodation provided free of charge, including accommodation in barracks, boats or tents;

(b) By 30 per cent if meals are provided;

(c) By 80 per cent if accommodation and meals are provided.

Section 5

Currency of payment

The rates for the first 60 days, which are established in United States dollars and in local currency, may be paid in United States dollars, unless payment in the local currency is deemed more appropriate. For periods after the initial 60 days, payment shall normally be in the local currency.

Section 6

Rate applicable to intercountry travel

The rate established in the ICSC circulars on daily subsistence allowance for "elsewhere" in a given country or area shall be used for determining the daily subsistence allowance payments during intercountry travel by surface and/or air.

Section 7

Computation of travel subsistence allowance

7.1 When daily subsistence allowance is payable to a staff member on official travel status, the amount to be paid shall be determined in accordance with the duration of the journey as provided in sections 7.2 and 7.3 below.

7.2 The travel subsistence allowance for a journey of less than 24 hours shall be computed as follows:

(a) If it involves a night away from the staff member's residence, a full day's allowance shall be paid;

(b) If it does not involve a night away from his or her residence:

(i) No allowance shall be paid for a journey of less than 10 hours;

(ii) Forty per cent of the allowance shall be paid for a journey of 10 hours or more.

7.3 The travel subsistence allowance for a journey of 24 hours or more shall be computed as follows:

(a) A full day's allowance shall be paid for the day on which the travel begins at the rate applicable to the place of arrival;

(b) For each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences), a full day's allowance shall be paid, except that no allowance shall be paid for the day on which the travel is concluded.

7.4 The rate applicable for each 24-hour period shall be that for the place at which the staff member spends the night. If the staff member is travelling for all or part of a night, the appropriate rate shall be the rate established for the place of arrival, except for the last leg of the return journey from travel on official business, when the allowance shall be paid at the rate applicable to the last authorized place at which he or she spent the night.

Section 8

Final provisions

8.1 The present administrative instruction shall enter into force on 1 February 1998.

8.2 Administrative issuances ST/AI/137, ST/AI/137/Amend.5, ST/AI/137/Add.1/Rev.1, ST/AI/143/Rev.26, ST/AI/1997/3, ST/AI/196 and ST/AI/196/Amend.1 are hereby abolished.

(Signed) Joseph E. CONNOR
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for Management